



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

TO: State Agencies
FROM: Office of Management and Budget
DATE: September 18, 2009
SUBJECT: ARRA: Out-of-State Travel Guidance

The purpose of this document is to provide additional guidance regarding the use of American Recovery and Reinvestment Act (ARRA) of 2009 funds for the purposes of out-of-state travel by agencies and departments within the State of Delaware. Previous guidance has indicated that ARRA funds can be utilized for out-of-state travel through the use of State Purchasing Cards. As of July 27, 2009, the Lieutenant Governor's Office will be requesting that anyone using funds from ARRA grants for out-of-state travel submit a Travel Request Form prior to traveling for approval.

The Lieutenant Governor's Office has established the attached form to ensure ARRA compliance and accountability. In an effort to ensure the appropriate use of ARRA funds, all travel requests must be submitted to the Lieutenant Governor's Office for approval at least **two (2) weeks** prior to use of a State Purchasing Card for travel by any state agency or department. Out-of-state travel with ARRA funds is strongly discouraged and will be approved only in extraordinary circumstances or where attendance at national or regional meetings is a mandatory condition of the ARRA program.

When completing the out-of-state travel request form, be sure to fill in all the fields and to indicate which ARRA grant the funds are being requested from before receiving agency approval. Upon receiving the request for travel form, the Lt. Governor's Office will approve/decline the request within 07 days and notify the appropriate agency. In addition to filing the ARRA Out-of-State Travel Request Form, the normal departmental travel procedures should continue to be followed.

A copy of the ARRA Out-of-State Travel Request Form can be found at <http://www.omb.delaware.gov> under ARRA Reporting & Guidance. The form can be submitted via Mail, Fax, or Email to the following:

ATTN: Dana Rohrbough
Lt. Governor's Office
Carvel State Office Building
820 N. French Street
Wilmington, DE 19801
SLC Number: C1105
Fax: 302.577.3019
Email: arra@state.de.us

If you have any questions or concerns, please feel free to contact our office at anytime.

Attachment(s)

cc: ARRA: Out-of-State Travel Request Form